

**B.COM (HONS) - I YEAR  
SEMESTER – I**

**BCH 101 FINANCIAL ACCOUNTING**

Learning Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

**UNIT I**

**THEORETICAL FRAMEWORK:** Accounting as an information system. The users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.

The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realisation, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

Financial accounting standards: concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standard (AS): 1 (ICAI) Accounting process- From recording of business transactions to preparation of trial balance, an overview only.

**UNIT II**

Business Income- Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.

Revenue recognition: Salient features of Accounting Standard (AS): 9 (ICAI) Recognition of expenses.

The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method;

Disposal of depreciable assets change of method. Salient features of Accounting Standard (AS): 6(ICAI)

Inventories: meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average. Salient features of Accounting Standard (AS): 2 (ICAI)

Final Accounts- Capital and revenue expenditures and receipts: general introduction only.

Preparation of financial statements: of non-corporate business entities and not-for-profit organisations; from incomplete records: statement of affairs method and conversion method.

**UNIT III**

Hire Purchase System, Installment Payment System, Branch Accounting, Lease Accounting.

**UNIT IV**

Voyage Accounts, Accounting for Insurance Claims, Accounts of Insurance Companies (an overview) Analysis and Interpretation of Financial Statements.

**BCH 102 FINANCIAL MATHEMATICS**

**Unit I**

Fundamental concepts of Financial Mathematics. Simple and compound interest. Kinds of interest rates: Effective rate, nominal rate and force of interest rates: Effective rate, nominal rate and force of interest. Calculation of accumulated value using different kinds of interest rates.

**Unit II**

Present value calculation and discount rate. Nominal rate of discount and its relationship with effective rate of discount. Equation of payments interest & Discount.

**Unit III**

Valuation of annuities. Present value of annuity. Present value of annuity payable p time in a given period. Present value of deferred annuity. Present value of Varying annuity. Accumulated Value of Annuity. Accumulated value of annuity payable p time in a given period.

#### **Unit IV**

Analysis of annuity, Calculation of capital component and interest, Component in instalments. Outstanding liabilities after nth instalment, Sinking fund. Reserve value of a policy, free policy. Surrender value of policy, Valuation of securities.

### **BCH 103 OFFICE MANAGEMENT**

#### **UNIT – 1**

Definition and elements of Office Management. Functions of a Modern Office. Office Manager - Job Analysis. Office organization: organization structure, types of organization. Office accommodation and layout. Office environment.

#### **UNIT – II**

Communication: definition, main features, classification of communication, barriers to communication. Typing and Duplicating. Correspondence: handling correspondence, drafting correspondence (types and essentials of letter writing.) Office Reports: kinds of reports, preparing a good report. Record Management: Classification; filing system; Indexing. Public Relations:

#### **UNIT – III**

Office automation: machines and equipments used. Computers: application and advantages. Office Information Management: definition, difference between information and data, process. Office systems and procedures and flow of work. Office Forms and Stationery.

#### **UNIT – IV**

Personnel Management: Office Personnel relations, Office supervision, work measurement, standards of performance and control.

### **BCH 104 PRINCIPLES OF ECONOMICS**

#### **Unit I**

The meaning and definitions of Economics. Adam Smith, Marshall, Robbins and Samuelson's views of Economics. Methods of Economics : Inductive vs. Deductive methods, Micro vs. Macro Economics : Concept of Equilibrium – Stable, unstable and Neutral Equilibrium. Theory of consumption – Cardinal Vs Ordinal approach. Utility analysis – Total Marginal and Average utility. Law of diminishing marginal utility and Law of Equi – Marginal utility.

#### **UNIT II**

Consumer behavior, : Indifference curve analysis, Budget line, Consumer's equilibrium. Price, Income and Substitution effects, PCCs and ICCs. Consumer's Surplus, Revealed Preference Theory. Concept of Demand and Supply. Demand curve – Individual and Market demand curve, derivation of demand curve. Law of demand. Movement vs shift in the demand curve.

Elasticity of demand – Price, Income and cross elasticity. Supply curve and supply elasticity

#### **UNIT III**

Production: meaning and factors of production, fixed and variable inputs, total average and marginal product, Law of variable Proportions, Returns to scale. Economies and Diseconomies of scale. Cost of production: Social and private costs, Cost Curves. Concept of Revenue: Marginal and Average.

Market : Perfect and Imperfect competition – Features, Price and Output decision, Equilibrium of firms and industry in the short and long runs.

#### **UNIT IV**

Theory of distribution: Concept of Rent, wages, Interest and Profit; Theory of rent. Theory of wages: Marginal productivity theory and Modern theory of wages, Backward bending supply curve.

Theory of Interest: Classical theory, Loanable Funds theory and Liquidity Preference theory of Interest.

Theory of Profit: Innovation theory, Risk Bearing theory and Uncertainty bearing theory of Profits.

### **BCH 105 ESSENTIALS OF MANAGEMENT**

The objective of the course is to provide an understanding of the tasks and functions of management and to acquaint the participants with the development in concept, theories and practices in the overall field of management.

#### **UNIT I**

Definition, Nature, Scope and significance of Management, the evolution of Management thought, Approaches of management, contributions of F.W. Taylor, Henri Fayol and Chester Bernard to Management Science. Functions of a manager. Social responsibility of Managers, Values and Ethics in Management.

#### **UNIT II**

PLANNING: Definition, Nature, Scope and significance of Planning, Objectives, Steps of Planning, Decision making as key step in planning. The process and techniques of Decision Making, Long Range Planning, Strategies and policies.

#### **Unit III**

ORGANISATION: Definition, Nature, Scope and significance, Approaches to Departments, Line and Staff relationship. Delegation and Decentralisation, Committee system, determinants of effective organizing, Staffing – nature and significance, Selection, Appraisal and Development of Managers,

#### **UNIT IV**

DIRECTING AND CONTROLLING: Issues in managing Human factors, Motivation – nature, scope and significance, Theories and techniques, communication , - Definition and significance, Communication Barriers, Building effective communication system. Definition and Elements Control Techniques, Coordination, Determinants of an Effective Control System, Managerial Effectiveness.

### **BCH 106 INDIAN ECONOMY**

#### **Unit I**

Indian economy in the Pre-British Period Structure and organization of villages, towns, industries and handicrafts. Towards a Market Economy Changes in the land system; Commercialization of agriculture; Policy of discriminating protection Monetary and currency developments ; Taxation system during the British period. Economic consequences of British rule / Colonial exploitation—forms and consequences; Case for protection of Indian industries, Indian economy at the time of independence/ colonial economy: Semi-feudal economy; Back ward, stagnant and other features.

#### **Unit II**

Structure of the Indian Economy- Basic features; Natural resources — Land, water and forest resources; Broad demographic features — Population size and growth rates, sex composition, rural-urban migration, occupational distribution; Problem of over-population; Population policy; Infrastructure development; National Income-methods & trends, Poverty, unemployment & inflation—causes, effects, remedies, trends.

#### **Unit III**

Planning in India-Objectives; Strategy; Broad achievements and failures; Current Five Year Plan — Objectives, allocation and targets; Economic reforms- Rationale behind economic reforms; Progress of privatization and globalization. Agriculture – nature & importance; Trends in agricultural production and productivity; Factors determining productivity; Land Reforms; New agricultural strategy and Green Revolution; Rural credit, Agricultural marketing. Industry -Industrial development during the planning period; Industrial policy of 1948, 1956, 1977 and 1991; Industrial licensing policy; MRTP and Competition Act, FERA and FEMA; Growth and problems of small scale industries; Role of public sector enterprises in India's industrialization.

#### **Unit IV**

Role of foreign trade; Trends in exports and imports; Composition and direction of India's foreign trade; Balance of payments crisis and the economic reforms — Export promotion measures and the new trade policies. New economic reforms – Liberalization, privatization & globalization; Rationale behind economic reforms; progress of privatization & globalization. Foreign capital — FDI, Multinational corporations (MNCs).

**B.COM (HONS) I YEAR  
SEMESTER II**

**BCH 201      SPECIALIZED ACCOUNTING**

**Unit I**

Social Accounting and Environmental Accounting - meaning, importance, requirements. Social audit, objective, approaches to corporate social responsibility, social reporting systems, compilation of information for social Accounting, Social reporting models, limitations of social reporting, Social cost benefit analysis, its definition, investment decisions, procedures, techniques of cost benefit analysis. Environmental Accounting, audit, reporting.

**Unit II**

Inflation Accounting, importance, limitations of historic Accounting techniques of Inflation Accounting - current purchasing power method, current cost accounting method, treatment of profit and loss items. Preparation of income statement, cost of sales adjustment, depreciation adjustments, monetary working capital adjustment, Stagflation Accounting.

**Unit III**

Value Added Accounting - definition, generation of value added, application of value added, preparation of value added statements, High-tech Accounting and value added.

**Unit IV**

Human Resource Accounting and Strategic Management Accounting. Human resources - definition, planning process, detailed approach to personal planning. Labour Turnover - meaning, measurement, cost treatment, cost benefit analysis of Training and Development. Models of HRA - Cost model, Present value models. Comparison of HRA models. HRA models and HRD. List of items of disclosure of human resources. Strategic Management Accounting - an introduction to Strategic Management Accounting.

**BCH 202      PUBLIC FINANCE**

**Unit I**

Definition and scope of Public Finance, Concept of Private and Public goods, Principle of Maximum Social Advantage, Sources of Public Revenues, Types of taxes, Principles / Canons of Taxation, The Benefit Approach of Taxation, The ability-to-pay Approach, Incidence and effect of taxation.

**Unit II**

Principles of Public Expenditure, Wagner's Law, Wiseman Peacock Hypothesis, Effect of Public expenditure on Production and Distribution, Public Debt: Classification, effect, burden, repayment and management of Public debt.

**Unit III**

Objectives and instruments of Fiscal Policy, Role of Fiscal Policy in under-developed countries, Indian Federal finance:- financial relations between Central Government, State Government and local bodies, Finance Commissions and their recommendations.

**Unit IV**

Deficit financing :- Concepts, Deficit financing in India, State and local Finances:- Heads of revenues and items of expenditures, Analysis of trends in Central Government's revenues.

**BCH 203      INDUSTRIAL PSYCHOLOGY**

**Unit I**

Introduction - Meaning and scope of Industrial Psychology. Functions and Activities, limitation and the unique aspects of Industrial Psychology, Methods.

**Unit II**

Fitting worker to the work - job analysis, vocational selections, vocational guidance, training, Leadership- need, functions, types of leaders. .

**Unit III**

Fitting work to the worker – Monotony, Fatigue, and boredom, Motivation – Theories (Maslow, X & Y Herzberg's) Counseling.

#### **Unit IV**

Human relations -Incentive and methods of payment, reward and punishment, commitment, performance appraisal.

### **BCH 204 BUSINESS COMMUNICATION**

Objective: To equip students of the B.Com (Hons.) course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

#### **Unit I**

Introduction to the essentials of business communication: Theory and Practice, Citing references, and using bibliographical and research tools.

#### **Unit II**

Writing a project report, Writing reports on field work/visits to industries, business concerns etc. / business negotiations.

#### **Unit III**

Summarizing annual report of companies. Writing minutes of meetings.

#### **UNIT IV**

E-correspondence. Spoken English for business communication, Making oral presentations

### **BCH 205 BUSINESS STATISTICS**

The objective of this course is to familiarize students with the basic statistical tools used to summarize and analyze quantitative information for decision making.

#### **Unit I**

Definition, scope, importance and limitation of Statistics, method of collection and tabulation of data. Types of Statistical data. Preparation of frequency distribution and their graphic presentation including histogram. Measure of central tendency mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications. Positional averages - mode, median and other partition values including quartiles, deciles and percentiles. Measure of dispersion - range, quartile, deviation, mean deviation, standard deviation and their coefficients, absolute and relative measure of dispersion.

#### **Unit II**

Simple correlation analysis - introduction, importance of correlation analysis. Simple multiple and partial correlation, linear and non linear correlation, measure of correlation - scatter diagram method. Karl Pearson's coefficient of correlation, Spearman's coefficient of rank correlation. Regression analysis: Difference between correlation and Regression, lines of Regression, method of least squares. fitting straight lines, properties of Regression lines, Regression coefficient and their properties.

#### **Unit III**

Probability - definition, objective and subjective, addition and multiplication theorem of probability, conditional probability, Bay's theorem, probability distribution : binomial, Poisson and normal.

#### **Unit IV**

Time series analysis - utility of time series, components of time series, time series models - addition and multiplication models, measurement of trend - graphic method, moving average methods, method of least squares. fitting a straight line trend, seasonal variations, estimation of seasonal variations, method of simple averages, ratio to trend method, ratio to moving average method. Index number - meaning and uses of index numbers, construction of index numbers: fixed and chain base; uni-variate and composite.

## **BCH 206 BUSINESS ENVIRONMENT**

The aim of this course is to highlight those external factors which can effect the decision making process.

### **Unit I**

The concept of Business Environment, its significance and Nature, Matrix of Different Environmental Factors. The process of Environmental Scanning, Basic Philosophies of Capitalism and Socialism with their variants.

### **Unit II**

The Politico-Legal Environment

The relationship between Business and Government in India. The constitutional provisions affecting Business, an introduction to some important business laws like MRTP, Industries (Development and Regulation) Act, 1951, FEMA, SEBI, the competition law, The Changing Dimension of these Laws and their impact on Business.

### **Unit III**

The Economic Environment

The philosophy strategy and planning in India. The concept of mixed economy, The public Sector- and the private sector their changing Roles. The Industrial Policy in India in recent years. The new Economic Policy, Liberalisation and Globalisation and their impact on Business. The Monetary Policy, Fiscal Policy and Union Budget as an instrument of growth and their impact on business. Development Financial Institutions and their Relevance to Business Operations. Regulatory Frame work.

### **Unit IV**

Socio-Cultural Environment in India

Salient features of Indian Cultural and Values and their Implications for Industrialisation and Economic (growth. Emergency of Middle Class, New Demand for Consumer Industries, Consumerism. Development of Business Entrepreneurship India, Social Responsibility of Business. Policy for Research and Development in India. The Problem of Selecting Appropriate Technology. The Multinationals as a source of Teleology. World Trade Organisation, Foreign Trade Policy.

## **BCH 207 Comprehensive Viva- Voce**